

Board of a copy of the notice of appeal of a Board decision, the Office of the Clerk of the Board shall file with the Clerk of the United States Court of Appeals for the Federal Circuit a certified list of all documents, transcripts of testimony, exhibits, and other materials constituting the record, or a list of such parts thereof as the parties may designate, adequately describing each. The Board will retain the record and transmit any part thereof to the Court upon the Court's order during the pendency of the appeal.

(d) *Request by attorney of record to review record.* When a case is on appeal, an attorney of record may request permission from the Board to sign out the record on appeal to review and copy, for a reasonable period of time, if the attorney is unable to gain access to the record from another source.

6101.38 Office of the Clerk of the Board [Rule 138].

(a) *Open for the filing of papers.* The Office of the Clerk of the Board shall receive all papers submitted for filing, and shall be open for this purpose from 8:00 a.m. to 4:30 p.m., Eastern Time, on each day that is not a Saturday, Sunday, federal holiday, a day on which the Office is required to close earlier than 4:30 p.m., or a day on which the Office does not open at all, as in the case of inclement weather.

(b) *Decisions and orders.* The Office of the Clerk shall keep in such form and manner as the Board may prescribe a correct copy of each decision or order of the Board subject to review and any other order or decision which the Board may direct to be kept.

(c) *Docket.* The Office of the Clerk shall keep a docket on which shall be entered the title and nature of all cases brought before the Board, the names of the persons filing such cases, the

names of the attorneys or other persons appearing for the parties, and a record of all proceedings.

(d) *Copies and certification of papers.* Upon the request of any person, copies of papers and documents in a case may be provided by the Office of the Clerk. If making such copies involves more than minimal costs to the Board, reimbursement will be required. When required, the Office of the Clerk will certify copies of papers and documents as a true record of the Board. Except as provided in 6101.23(c) and 6101.37(d), the Office of the Clerk will not release original records in its possession to any person.

6101.39 Seal of the Board [Rule 139].

The Seal of the Board shall be a circular boss, the center portion of which shall depict the Seal of the General Services Administration. The outer margin of the seal shall bear the legend "Board of Contract Appeals." The Seal shall be the means of authentication of all records, notices, orders, dismissals, opinions, subpoenas, and certificates issued by the Board.

6101.40 Forms [Rule 140].

The forms contained in the appendix to this part and part 6102 are sufficient under these parts and are intended to indicate the simplicity and brevity of statement which the rules in those parts contemplate. The subpoena form is a required form, and it may not be altered.

APPENDIX TO PART 6101—FORM NOS. 1-5

Form 1—Notice of Appeal, GSA Form 2465
 Form 2—Notice of Appearance
 Form 3—Subpoena, GSA Form 9534
 Form 4—Government Certificate of Finality
 Form 5—Appellant/Applicant Certificate of Finality

NOTICE OF APPEAL	DATE _____	OMB APPROVAL NO. 3090-0221
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TO: Board of Contract Appeals
General Services Administration
Washington, DC 20405

I/We hereby appeal the final decision of _____, issued _____,
(Name of Contracting Officer) (Date)

in connection with a dispute under Contract No. _____. This contract was awarded _____
(Date)

for _____
(Type of commodity, service, or construction)

by _____, _____
(Name of agency and organizational unit) (City and State)

1. DESCRIBE THE NATURE OF THE DISPUTE INVOLVED IN THE FINAL DECISION AND ANY OTHER CIRCUMSTANCES GIVING RISE TO THIS APPEAL:

2. DESCRIBE THE RELIEF WHICH YOU SEEK INCLUDING AN ESTIMATE OF THE AMOUNT OF MONEY IN CONTROVERSY, IF ANY, AND IF KNOWN:

APPELLANT			ATTORNEY FOR APPELLANT		
NAME _____			NAME _____		
TITLE _____			FIRM _____		
STREET _____			STREET _____		
CITY _____			CITY _____		
STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____	STATE _____	ZIP CODE _____	TELEPHONE NUMBER _____
APPELLANT'S SIGNATURE _____			ATTORNEY'S SIGNATURE _____		

GSA Board of Contract Appeals

Pt. 6101, App.

Board of Contract Appeals

General Services Administration
Washington, D.C. 20405

Form 2

Contract/Solicitation No. _____

:
:
:
:
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:
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:
:

GSBCA _____

NOTICE OF APPEARANCE

To: _____
Board Judge
Board of Contract Appeals

Please enter my appearance as counsel for / representative of
_____ in the above captioned case.

(Name)

Date

(Title)

(Phone)

(Address)

(Facsimile)

CERTIFICATE OF SERVICE

I hereby certify that a copy of the foregoing Notice of Appearance was mailed postage paid/delivered
this _____ day of _____, 19____, to _____.

Signature

Note: This format shall not be printed, reproduced, or stocked by the Central Office or regional offices and shall be used only as a guide for individual preparation.

Board of Contract AppealsGeneral Services Administration
Washington, D.C. 20405

SUBPOENA	OMB APPROVAL NO. 3090-0221
_____ _____ _____ Contract/Solicitation No. _____	GSBICA _____
TO: _____ _____ _____	
YOU ARE HEREBY COMMANDED to appear at _____ <div style="display: flex; justify-content: space-around; font-size: small;"> (Room Number) (Building) </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ (Street Number) _____ (City) _____ (State) </div> <p style="margin-top: 20px;">at _____ o'clock _____ .m., on the _____ day of _____, 19____,</p> <p>to testify at a (deposition/hearing) in this case; and to bring with you ¹ _____</p> <p>_____</p> <p>_____</p>	
and to stay there until given permission to leave. This subpoena is issued at the request of (Appellant/Petitioner/Applicant/Respondent).	
Your appearance as ordered by this subpoena will entitle you to receive the fees and mileage provided by 28 U.S.C. § 1821 or other applicable law.	

¹ Strike the words "and bring with you" unless the subpoena is to require the production of documents or tangible things, in which case the documents and things should be designated in the blank space provided for that purpose. If testimony by an organization representative or designee is requested, describe with reasonable particularity the matters on which examination is requested.

GENERAL SERVICES ADMINISTRATION
GSA FORM 9534 (Rev. 11-93)
 Prescribed by BCA 2806.1

GSA Board of Contract Appeals

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Upon written request to this Board by you or by a party to this case, which request should be made within 10 days after service but in any event no later than the time specified in the subpoena for attendance, the Board may (i) quash or modify the subpoena if it is unreasonable and oppressive or for other good cause shown, or (ii) require the party in whose behalf the subpoena was issued to advance the reasonable cost of producing subpoenaed books, papers, documents, or tangible things.

_____	_____
(Board Judge)	(Date)
_____	_____
(Representative for Appellant/Petitioner/Applicant)	(Representative for Respondent)
_____	_____
(Address)	(Address)
_____	_____
_____	_____
_____	_____
(Telephone Number)	(Telephone Number)
_____	_____
(Date)	(Date)

RETURN ON SERVICE

Summoned the above-named witness by delivering a copy to h____ and tendering to h____ the fees for one days attendance and mileage allowed by law, on the _____ day of _____, 19____, at _____.

Subscribed and sworn to before me, a _____ this _____ day of _____, 19____.

NOTE: Affidavit not required if service is made by U.S. Marshall or Deputy. Service may also be made by any other person who is not a party and is not less than 18 years of age. Service shall be made by personally delivering a copy to the person named and tendering the fees for one day's attendance and the mileage allowed by law; however, where the subpoena is issued on behalf of the Government, money payments need not be tendered in advance of attendance.

GSA FORM 8534 BACK (REV. 11-83)

Board of Contract Appeals

General Services Administration
Washington, D.C. 20405

Form 4

_____	:	
_____	:	
_____	:	GSBCA _____
_____	:	
_____	:	
Contract/Solicitation No.	:	
_____	:	

GOVERNMENT CERTIFICATE OF FINALITY

A. Date claim(s) filed with the contracting officer:

B. Amount to be paid: \$ _____.

C. Agency address (regional office if other than central office):

D. Agency Certification

_____ hereby certifies that:

- (1) it has not initiated and will not initiate any proceeding at the Board for the reconsideration of, or relief from, this award;
- (2) it has not initiated and will not initiate any appeal of this award to the United States Court of Appeals for the Federal Circuit.

Government Agency

Date

By _____
Signature and Title

Note: This format shall not be printed, reproduced, or stocked by the Central office or regional offices and shall be used only as a guide for individual preparation.

GSA Board of Contract Appeals

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Board of Contract Appeals

General Services Administration
Washington, D.C. 20405

Form 5

Contract/Solicitation No. _____

:
:
:
:
:
:
:
:
:
:

GSBCA _____

APPELLANT/APPLICANT CERTIFICATE OF FINALITY

- A. Address to which check should be sent (if check is to be sent to counsel, enclose a power of attorney):
- B. Appellant/Applicant Certification

_____ hereby certifies that:

- (1) it has not initiated and will not initiate any proceeding at the Board for the reconsideration of, or relief from, this award;
- (2) it has not initiated and will not initiate any appeal of this award to the United States Court of Appeals for the Federal Circuit; and
- (3) it agrees to accept the amount awarded, plus any interest awarded, in accordance with the Board's decision in this case, in full and final satisfaction of its case.

Appellant/Applicant

Date

By _____
Signature and Title

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